



## Police Records Administrator

**Department:** Police

**Class Code:** 2160

**EEO Code:** 22

**FLSA:** E

**Effective:** 01/03/1997

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### **GENERAL STATEMENT OF DUTIES:**

Under direction; performs work of considerable difficulty in planning, coordinating and managing the operations of the Police Records and Identification Unit; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Plans, organizes and directs the programs and activities of the Police Records and Identification Unit; studies and develops new procedures and methods to enhance police records management; communicates changes in regulations and policies, implications of new or amended laws, and new techniques in records management; provides technical advice and counsel to subordinate personnel; trains and evaluates personnel; prepares work schedules which provide adequate distribution of personnel for around-the-clock staffing; insures accuracy of information entered into the records management system and insures accuracy of information provided to VCIN/NCIC systems; administers the operation of the department's Breathalyzer program; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of principles, practices and methods of modern police records management; of prisoner booking procedures; of applicable federal, state and local laws and ordinances; of effective supervisory principles and practices. Considerable skill in effectively scheduling and managing personnel; in developing and maintaining effective working relationships with subordinates, other department personnel, and the general public; in the operation of computer systems.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Bachelor's degree in criminal justice, business or related field or equivalent specialized training in public safety administration and four years of experience in public safety records and identification management preferred; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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